

NEXT STEPS:

Did You Remember To...

Style Tips

Keep In Mind That

Remember To

Writing Tips

Application Transmittal Instructions

DID YOU REMEMBER TO.....

- Address the selection criteria in the same order that they appear in the application?
- Respond with clear, concise writing that fully clearly addresses the published criteria?
- Provide persuasive descriptions of how the pieces fit together and complement each other?
- Provide a solid rationale for what will be done **based on evidence or research findings**, not just assertions?

DID YOU REMEMBER TO PRESENT:

- A solid plan for measuring movement toward the proposed goals and objectives?
- A clear plan for carrying on after the federal funding period?
- A clear plan on how your project will ultimately raise the standards of academic achievement for all students?
- Clear, measurable goals, objectives, benchmarks and outcomes?

STYLE TIPS

Be sure to:

- Include a table of contents;
- Include a one page abstract;
- Use a 12 size font;
- Double space narrative;
- Stay within the 10 page narrative limit and 3 page budget narrative limit for pre-applications.

KEEP IN MIND THAT:

- Readers will NOT READ any information contained in pages that exceed the page limitations – or that exceed their equivalents if you apply different standards.
- Staff DO CHECK applications for conformity with page limits.

REMEMBER TO....

- Place narrative only on front side of the page.
- OMIT any material that is not requested (i.e. videos, brochures, catalogs, photos).
- Use binder clips or a rubber band on original copy (do not book/spiral bind, use loose leaf folders or staple the application).

WRITING TIPS

Make sure that you:

- Include sufficient details so that someone unfamiliar with your project could conduct the project based on the application.
- Provide a detailed Work and Evaluation Plan (follow model provided in application booklet).
- Provide realistic, up-to-date data to support your statements.

WRITING TIPS (cont'd)

- Write in plain English and use good grammar.
- Avoid academic or professional jargon.
- Provide an index of acronyms,
- Avoid having readers to have to search for information.

TRANSMITTING THE APPLICATION

Mailing Address

Hand Delivery Address



APPLICATION TRANSMITTAL SUGGESTIONS

- Partnership applications must be postmarked by the due dates.
- Don't wait till the last day to mail; submit prior to due date.
- Submit one original and three copies.

By Hand or Courier Service:

APPLICATION CONTROL CENTER

Attn: CFDA No. 84.336D

ROB# 3

7TH & D STREETS, SW

ROOM #3671

WASHINGTON, D.C. 20202-4725

(Enter D Street entrance only)



First Class Mail or Commercial Carrier Address:

**U.S. DEPARTMENT OF EDUCATION
APPLICATION CONTROL CENTER**

ATTN: CFDA 84.336D

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For Additional Information:
Teacher Quality Enhancement Program
U.S. Department of Education
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Room # 7097
Washington, D.C. 20006-8525



Main Number: 202-502-7878
Web Site: ed.gov/offices/OPE/heatqp

Contact Information

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ANY QUESTIONS?

THE END!!

**THANK YOU FOR COMING AND
HAVE A SAFE TRIP HOME**